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12 March 1952

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

THRU: CIA Top Secret Control Officer
Chief, General Services

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on OO Area Top Secret Control Office and
Sub-Stations

1. Title of Station: Office of Operations

- a. Area Top Secret Control Office
- b. Contact Division Sub-Station
- c. [REDACTED] Sub-Station
- d. FDD Sub-Station

2a. Area TS Control Officer: [REDACTED]
Assistant Area TSCO: [REDACTED]

25X1A

b. Contact Division Alternate TSCO: [REDACTED]

25X1A

c. [REDACTED]

d. FDD TSCO: [REDACTED]

3. Inclusive Survey Dates: 10-11 March 1952

4. Obvious Departures from Basic Agency System:

a. TSCO's in the [REDACTED] and FDD, as well as the Deputy Area TSCO, are designated as Assistants. According to the Top Secret Guide issued 2 August 1951, an Assistant can only receive and transmit documents internally. Therefore, the [REDACTED] and FDD sub-stations TSCO's should be alternates. The Area TSCO is sending forward a request to change these positions from Assistants to Alternates.

b. Documents from outside agencies are frequently sent directly to OO Area TSCO rather than being channelled through Central TSCO. It has been the practice to assign an OO 5-digit control number to these documents. Inasmuch as 6-digit CIA numbers should be assigned

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to all documents from outside agencies in order to exercise valid central control, the examiner recommends that any Area receiving such documents should call CTSC for numbers, giving as much advance information as possible within security restrictions (such as source, reference number, date). CTSC could set up Posting Records in suspense until weekly logs are received. Until CTSC begins posting all 6-digit numbers from logs, the above type of document could be flagged in the log by typing the entry in red.

5. Security Hazards:

a. TS teletypes received from Contact Division [REDACTED] 25X1A stations are not assigned a control number unless they are transmitted outside the Division. The examiner feels that all TS material which is in intelligible form should be controlled.

b. FDD Sub-Station document receipts are hand-written, one copy only. No suspense is maintained on document receipts to be returned to FDD. Courier receipts are also hand-written, one copy only, and the courier signs the FDD record book.

c. FDD Sub-Station, which is located at 19th and South Capitol, transmits TS weekly logs to the Area TSCO through the regular CIA mail system. An officer courier makes two daily trips to FDD.

6. Unique Problems:

a. Contact Division receives a monthly log from its field station [REDACTED] which is ambiguous in form and, hence, meaningless to Contact Division insofar as control is concerned. The examiner recommends that the office [REDACTED] as well as other field stations, should submit a detailed explanation of their Top Secret Control System, including explanation of the log form.

7. General Remarks:

a. OO is confused as to the authority and responsibilities of Area TSCOs, Deputies, Alternates and Assistants, and have requested a detailed interpretation of Regulation [REDACTED] and the Top Secret Guide. The examiner agrees that confusion can easily arise inasmuch as [REDACTED] restricts Assistants only to "material moving within CIA", while the Top Secret Guide states that "The Assistant is responsiblefor receiving.....transmitting.....TS documents within his jurisdiction" and "He may release a document for transmittal to another Assistant within his area". It appears that [REDACTED] 5X1A gives an Assistant considerably broader authority than the TS Guide

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gives him. In the interest of keeping documents within control channels, the examiner recommends that [REDACTED] be revised to limit an Assistant to operating within his area. Thereby, Alternates would be in Area and Sub-Stations, and Assistants would be in Divisions, Branches, and Staff Offices. 25X1A

8. Recommendations for Improvement and Commendation:

a. Improvement:

(1) Assign 6-digit control number to all documents from outside agencies (see 4.b).

(2) OO uses a routing slip in addition to the green cover sheet. The examiner considers this duplication and recommends its abolishment. When a document is to be expedited, a "deadline" tag could be used listing the date to be returned.

(3) FDD Sub-Station prepares hand-written log, then types weekly log in triplicate. The examiner recommends that the log should be typed originally to avoid time-consuming duplication of effort.

(4) FDD Sub-Station maintains a hand-written internal record book showing document number, time out, time in, and FDD recipient's signature. Since TS volume is small and internal dissemination is limited, examiner suggests that FDD's copy of the weekly log be used for this purpose.

(5) FDD Sub-Station should make document receipts and courier receipts in duplicate, retaining one copy. Document receipts should be held in suspense until the signed original is returned.

b. Commendation:

OO personnel are to be commended for their cooperativeness during the above review of procedures, their awareness of the importance of proper control, and receptiveness to new ideas.

Use of a weekly suspense record of all OO originated documents in process is commendable and could be adopted by other offices of CIA.

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